

APPENDIX 3

GUIDELINES FOR PURCHASE OR RENTAL OF DOCUMENT SHREDDING EQUIPMENT

Provide any and all information applicable to your agency records manager or records management analyst. The justification may be prepared on a separate page attached to the order. However, a copy must be attached to the file copy of the order. All orders or rental agreements must be approved by the agency records manager or records management analyst. The following information should be included:

1. **Signature Approval** by the agency records manager or records management analyst.
2. **Identification of the Records Retention Schedule (RRS):** Include RRS number(s), approval number(s) and item number(s).
3. **Explanation** of how the worksite has disposed of confidential records to date.
4. **Description of Volume of Material to be Destroyed Per Month.** Volume may be defined as sheets, files, cubic feet, etc. and it should describe any unique circumstances that may affect processing i.e. computer printout paper, bound or fastened material, etc.
5. **Health and Safety Issues** supporting the need for in-house equipment.
6. **Procedures for Use and Safeguards Against Abuse**-Includes detailed procedures for equipment use (who, when and how).
7. **Selection Criteria for Equipment.** Equipment should be demonstrated. Materials used for the tests should be comparable, if not identical to the material to be destroyed.
8. **Benefit and Cost Analysis.** Particular attention should be directed towards possible alternatives, such as the use of the State Destruction/Recycling Center, contract suppliers, or other services. Be sure to include discussion on the cost of personnel who will be operating the equipment.
9. **Evaluation of whether the paper will be recycled.** Material destroyed at the State Destruction/Recycling Center or through contract suppliers is recycled. Contact the State of California, Integrated Waste Management Board if recycling is not available at your worksite for information on recycling possibilities.
10. **Unusual Circumstances.** Describe in detail any unusual or exceptional circumstances that add or override any other considerations.